

DATE POSTED: 1-22-2015

Department/Office: Human Services

Job Title: Human Services Caseworker

Location: Kiowa, Colorado

Salary: \$3151.20/Month

This position will close on the Thursday February 12, 2015 at 8:00 a.m.

Elbert County is an Equal Opportunity Employer

If interested, please submit applications and resumes to:

Elbert County Department of Administrative Services
215 Comanche St.
PO Box 7
Kiowa, Colorado 80117

Or email:

kelly.moore@elbertcounty-co.gov

If you have any questions please contact Kelly at (303) 621-3157

Elbert County Department of Health and Human Services

Position Description

Human Services Caseworker

& Senior Caseworker

FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES:

Position provides a full range of intake and/or ongoing social casework services dependent upon the needs of the Department in the following areas: child protection, youth-in-conflict, family preservation services, independent living, children and youth in out of home placement and adult protection.

Examples of Job Duties:

- Conducts investigations, including after hours and weekends of alleged abuse, neglect and parent-conflicts; determines if situation warrants departmental intervention; supervises placement of children and youth in out-of-home care; coordinates parent/family/child visits; and determines when and if to recommend that children return to the home.
- Develops effective case plans and assures services to families addressing parenting skills, family conflict resolution, parent-child relationships and problems with the community to assess safety and obtain permanency. Assesses any new child abuse or re-abuse complaints and provides crisis intervention in these situations.
- Provides intake assessment and evaluation, secures therapeutic intervention and preventative services as appropriate, and case planning for child and adult protection concerns and youth-in conflict cases.
- Determines the need for recommending out-of-home placement of children/youth for safety purposes. Locates placement appropriate for children/youth's needs. Monitors children/youth's progress in placement.
- Makes home visits with clients, provides information on available services and/or makes appropriate referrals to families for services such as life skills training, child care assistance, financial assistance, health needs (physical and mental).
- May provide other ancillary social casework services such as recruiting new foster home parents and conducting licensing studies and certifications. Monitors quality of care provided in foster homes.
- Provides testimony in court including recommendations on child protection cases, out-of-home placement of children, guardianship of adults.
- Produces a variety of program and case documentation including court reports, case plans, treatment plan recommendations, contacts notes, assessments, etc.; develops case file information; completes all required forms and writes correspondence.
- Utilizes computer for required case documentation.

Necessary Skills and abilities:

- Knowledge of social casework principles, diagnostic assessment methods, interviewing skills, techniques of effecting change in behavior, child/adolescent development, child abuse and neglect dynamics, sexual abuse dynamics, and therapeutic approaches.
- Ability to clearly and effectively communicate both orally and in writing:
- Ability to apply critical thinking to decision making, problem solving and accomplishing tasks;
- Understanding, interpreting and communicating complicated and technical statutes, regulations, policies, procedures and protocols;

- Using tact, discretion, initiative and independent judgment within established guidelines;
- Being flexible, creative and using sound judgment;
- Ability to work collaboratively with the diverse system of professionals who work with children, teens, adults and families: such as legal, school, medical, mental health, substance abuse and disability service providers.
- Ability to prioritize within a diverse, demanding caseload.
- Ability to problem-solve quickly in challenging situations.
- Ability to testify in court and make sound judgments and recommendations regarding children, teens, families and adults at risk.
- Ability to work with a diverse caseload of clients with varying emotional, physical, developmental and socio-economic backgrounds and varying cultural and/or religious beliefs.
- Ability to diffuse hostile and potentially unsafe situations.
- Ability to utilize current technology with proficiency in document/file management, word-processing, data- base management, email usage and Internet browsers
- Ability to safely drive an automobile or van on public roads and highways

RESPONSIBILITY:

The supervisor makes all critical decisions. Close, detailed supervision is provided before and during the course of work. Incumbent keeps supervisor informed of the progress of each case.

Detailed instructions are often received from the supervisor normally when cases are assigned and during the progress of cases, which involve extensive assessment. Work is reviewed for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through staffings and supervisory reviews.

Senior Level:

Instruction may be received from the supervisor when cases are assigned and during the progress of a case. The supervisor is available to provide instructions and to act as a consultant. Work is reviewed for compliance to policy and general conclusions through spot checks, staffings, supervisory conferences, and judicial involvement.

The work impacts a large portion of the county both by providing a service in the community interest to a complex case load involving a variety of program areas, improving family functioning, and potentially avoiding the need for intervention of other community agencies. Errors in judgment such as assessing the need for protection could result in injury or death of a client.

PERSONAL WORK RELATIONSHIPS:

This position requires contact and professional communications with children, youth and family members; legal, medical and mental health professionals; members of the judicial system; school personnel and community organizations; foster parents and other members of the department and county government.

PHYSICAL EFFORT, WORK ENVIRONMENT:

Considerable travel is required in order to make home visits and to visit foster parents and children in placement. Incumbent is required to attend meetings and trainings within the county and state as necessary. Additionally, appearances at court and legal proceedings are required. Remainder of work is performed in a standard office environment. Incumbent may encounter angry, hostile clients, verbal abuse, and unsafe conditions in homes.

The following are some of the physical demands commonly associated with this position.

Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally

Job Qualifications (Education/Formal Training and Experience):

Education: Bachelor's degree in one of the human behavioral science fields.

Experience: No requirement.

Substitutions: None.

Senior Level:

Education: Bachelor's degree in one of the human behavioral science fields.

Experience: Minimum of three years of full-time professional social casework experience acquired after the degree in a public or private social services agency in a service delivery assignment appropriate to the position.

Substitutions: Master's degree in one of the human behavioral science fields or a BSW degree accredited by the Council on Social Work Education may substitute for one year of the required experience.

MSW degree accredited by the Council on Social Work Education may substitute for the required education and 2 years of experience.

Additional Requirements:

- Valid Colorado Driver's License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Preferable: Certification of completion of Colorado Child Welfare Training Academy
- Bilingual a plus

Salary: \$3375.00 per month

Senior Level: \$3475.00 per month

Probation Period: Initial 6 months with potential of one 6 month probationary period extension based on Supervisor recommendation and Director approval.